

|  |  |
| --- | --- |
| **Non-Smoking**  **Policy** | |
| Authors | Kate Lunn |
| Policy Lead | Kate Lunn |
| Date Ratified by management team | March 2013 |
| Status | Ratified by Management Team March 2013 |
| Last Review Date | January 2020 |
| Policy Number | CVSE doc 44 |

**Introduction**

The Calder Valley Steiner Education has a non-smoking (including e-cigarettes) policy.

**Purpose**

The purpose of this policy is to set out guidance for those who do smoke who may work or who may visit CVSE premises (i.e. parents or visitors).

**Responsibilities.**

It is the responsibilities of all staff to adhere to the policy and to ensure visitors know of and adhere to the policy.

**Policy – for teaching staff**

* CVSE has a no smoking policy therefore there will not be any smoking permitted on CVSE premises.
* If a teacher smokes they will not smoke during kindergarten hours.
* After kindergarten has finished a teacher will not smoke in front of any children who may still be at the kindergarten.
* Any teacher needing to smoke will go out of sight of any remaining children and the public.
* Any teacher who does smoke will ensure compliance with this policy and maintain the professional standing of themselves and the kindergarten.

**Policy – for visitors.**

* CVSE has a no smoking policy therefore there will not be any smoking permitted on CVSE premises.
* If any visitor is seen smoking on the grounds they will be asked to put out the cigarette and dispose of it safely or leave the kindergarten grounds.

**Monitoring Compliance.**

* All staff will be aware of this policy.
* Any visitors who smoke will be aware of this policy.
* This policy will be regularly reviewed.